

Agenda

Inner Melbourne Action Plan Implementation Committee

Meeting No 22
8.00 am – 10.00 am Friday 27 May 2011
City of Yarra
Richmond Town Hall – Meeting Room 1

Committee Members	Cr Alison Clarke – Mayor, City of Yarra (Chair) Cr Rachel Powning – Mayor, City of Port Phillip Cr Melina Sehr - Mayor, City of Stonnington Cr Peter Clarke – Chair Future Melbourne (Planning) Committee, City of Melbourne Dr Andi Diamond – Chief Executive Officer, City of Yarra Ms Kay Rundle – Chief Executive Officer, City of Port Phillip Mr Warren Roberts – Chief Executive Officer, City of Stonnington Mr Geoff Lawler– Director City Planning & Infrastructure, City of Melbourne
Associate Partner Representatives	Adrian Salmon - Assistant Director Statutory Approvals State Planning Services DPCD Dean Purkis – Director Central City, Department of Transport Tony Pensabene – Director Policy & Research, Policy & Coordination, DIIRD Rod Anderson – Manager Adaptable Communities, Statewide Services, DSE Nicholas Fisher - Manager Program Development, VicRoads <i>for Nial Finegan</i>
IMAP	Elissa McElroy – IMAP Executive Officer
Guests	Guests: Michel Masson, Chief Executive Officer, KDR /Yarra Trams Florence Forzy-Raffard, Director Corporate Affairs, Yarra Trams Agnelo Duarte, Project Director - Hoddle Street Study, VicRoads Nikit Nain, Program Officer , Sustainable Transport Programs Branch, Department of Transport Neil Hutchinson, Program Manager – Sustainable Transport Program, Department of Transport David Mayes, Manager Strategic Planning, City of Melbourne Steve Scott, Place Manager Port Melbourne, City of Port Phillip Karen Watson, Executive Director, Sustainable Futures, City of Stonnington <i>(for Warren Roberts)</i> Cr Claude Ullin, City of Stonnington Champions: Bruce Phillips, Director City Development, City of Yarra Sandra Wade, Manager City Strategy City of Port Phillip Kelly Martini, Coordinator Corporate & Community Planning, City of Stonnington Geoff Robinson, Manager Engineering Services, City of Melbourne

PRELIMINARIES

Item	Time Alloc.	Agenda Topic	Responsibility
1.	1 min <i>Commence 8am</i>	Appointment of Chair – Cr Alison Clarke	Chair
2	1 min	Apologies Mr Warren Roberts – Chief Executive Officer, City of Stonnington Cr Melina Sehr - Mayor, City of Stonnington Nial Finegan - Director NW Region, VicRoads	Chair

3.	1 min	Suspension of City of Melbourne's Local Law No. 1 Conduct of Meetings (No 1 of 2001) <u>Recommendation</u> 3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.	Chair
4.	1 min	Members Interest Disclosure by members of any conflict of interest in accordance with s.79 of the Act.	Chair

ITEMS

5.	2 mins	Introductions Welcome: <ul style="list-style-type: none"> • Guests • New Associate member representatives on the Committee: <ul style="list-style-type: none"> • Adrian Salmon, Assistant Director Statutory Approvals DPCD Thanks: Clare McArdle, Executive Director, Planning Coordination Group DPCD – attendance from 6 February 2009	Chair
6.	2 mins	Confirmation of Minutes (Attachment 1) <u>Recommendation</u> 5.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Executive Forum No. 10 held on 7 March 2011. . 5.2 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Implementation Committee No. 21 held on 11 March 2011 <i>Note: Affordable Housing request for funding</i>	Chair
7.	1 min	Business Arising (Attachment 2) <u>Recommendation</u> 6.1 That the IMAP Implementation Committee resolves to note the actions undertaken in response to business arising from previous minutes. <u>Correspondence:</u> Inwards 2a Letter from M Masson Yarra Trams - accepting invitation to IMAP 2b Email from V Haining CEO City of Maribyrnong - update on membership Outwards 2c Letter to Cr Carter, Mayor, City of Maribyrnong - Associate members invite 2d Letter to S Semmens – Thanks for Associate membership input	Executive Officer
8.	1 min	Financial Report (Attachment 3) <u>Recommendation</u> 7.1 That the IMAP Implementation Committee resolves to receive the IMAP Financial Report for the 9 months to 31 March 2011.	Executive Officer

9.	2 mins	Progress Report (Attachment 4) <u>Recommendation</u> 8.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for May 2010.	Executive Officer
10.	5 mins	IMAP Communication and Governance (Attachment 5) <u>Recommendation</u> 9.1 That the IMAP Implementation Committee resolves to: <ul style="list-style-type: none"> a. note this Communications and Governance Briefing Paper b. approve the proposed changes to the IMAP Terms of Reference and Operational Protocol in principle to include the attendance of <i>Nominated Delegates</i> with full voting rights when Committee members are unable to attend the quarterly IMAP Implementation Committee meetings, to ensure a quorum and majority vote can be achieved. 	Executive Officer
11.	40 mins	Regional Transport Presentation by Yarra Trams Chief Executive Officer, Michel Masson.	Michel Masson CEO Yarra Trams
12.	30 mins <i>Commence 9.00am</i>	Action 1.4 Boulevards and Major Roads – Hoddle Street Presentation by Vic Roads Project Director, Agnelo Duarte on the Hoddle Street Study	Agnelo Duarte Project Director Hoddle Street Study, VicRoads
13.	15 mins	Action 2.4 Greenlight Project – Final Report (Attachment 6 - Evaluation Report by Booz & Associates to follow) Presentation by DoT Program Officer, Nikit Nain on the Greenlight Project Evaluation <u>Recommendation</u> 12.1 That the IMAP Implementation Committee resolves to note the final report on Action 2.4 and extend the Committee's thanks to the project team.	Nikit Nain Program Officer Dept of Transport
14.	10 mins	Action 4.7 Improvements to Public Transport services Presentation by David Mayes, Manager Strategic Planning CoM on the Transport Strategy Update 2011 Refer: http://www.melbourne.vic.gov.au/AboutCouncil/PlansandPublications/strategies/Pages/transportstrategy.aspx <u>Recommendation</u> 14.1 That the IMAP Implementation Committee resolves to note the update for Action 4.7	David Mayes, CoM

15.	5 mins	Action 8.1 Priority for Freight Movement (Attachment 7) <u>Recommendation</u> 15.1 That the IMAP Implementation Committee resolves to approve the attached Consultant Brief for Action 8.1 and confirm the budget of \$20K for this work to be undertaken in the 2011/12 financial year.	Steve Scott, CoPP
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CONFIDENTIAL ITEMS

Meeting to be closed in accordance with Sections 89 (2) (d, e, f, h) of the Local Government Act (1989)

Public and Associate Members can be excluded for this item

16.	1 min	Confirmation of Confidential Minutes of the IMAP Implementation Committee meeting No. 21 held on 11 March 2011 (Attachment 8)	Chair
17.	1 min	Ratification of Items Approved Electronically (Attachment 9) Strategy 11 Inner Melbourne Map License - Carrington Publishing Group (Attachment 9)	Chair

OTHER BUSINESS

18.	1 min	Close Next Meeting Friday 26 th August 2011 (8.00am) City of Melbourne	Chair
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ATTACHMENTS

Item No	Attachment No	Attachment Topic
6.	Attachment 1 Attachment 1a	DRAFT Minutes of Executive Forum Meeting No. 10 (7 March 2011) DRAFT Minutes of IMAP Implementation Committee No. 21 (11 March 2011)
7.	Attachment 2 Attachment 2a Attachment 2b Attachment 2c Attachment 2d	Business Arising Letter from M Masson Yarra Trams - accepting invitation to IMAP Email from V Haining CEO City of Maribyrnong - update on membership Letter to Cr Carter, Mayor, City of Maribyrnong - Associate members invite Letter to S Semmens – Thanks for Associate membership input
8.	Attachment 3 Attachment 3a	Financial Report for the 9 Months ended 31 March 2011 Detailed Financial report
9.	Attachment 4	IMAP Progress Report May 2011
10.	Attachment 5	IMAP Communications and Governance
13.	Attachment 6	Action 2.4 Greenlight Project – Evaluation Report to follow
14.	Attachment 7 Attachment 7a	Action 8.1 Priority for Freight Movement – Progress Report Action 8.1 Priority for Freight Movement – Draft Consultants Brief
16.	Attachment 8	DRAFT Minutes of IMAP Implementation Committee No. 21 (11 March 2011)(Confidential Item)
17.	Attachment 9	IMAP Map License Agreement (Confidential item)

DRAFT MINUTES

Inner Melbourne Action Plan Executive Forum

Meeting No 10
7.00 am – 8.00 am Monday 7 March 2011
City of Stonnington
Malvern Town Hall – Meeting Room 1

Attendees	Warren Roberts – Chief Executive Officer, City of Stonnington [Chair]
Forum Members	Andi Diamond – Chief Executive Officer, City of Yarra Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne
IMAP	Elissa McElroy– IMAP Executive Officer
Guests	Jan Jacklin, Manager Economic & Cultural Development, CoS Michelle Dawson, Tourism & Marketing Officer, CoY

PRELIMINARIES

Item	Agenda Topic
1	Appointment of Chair – Warren Roberts, CEO, City of Stonnington MOVED: MR LAWLER/Dr Diamond
2	Declaration of Interest Kay Rundle, CEO City of Port Philip declared an interest under s.79 (2) of the Local Government Act - Indirect interest – Conflict of Duty as a Board member of Destination Melbourne Ltd, a potential licensee of the IMAP map. Ms Rundle did not attend the meeting.
3	Apologies Helen Hardwick, Program Manager Melbourne Tourism, City of Melbourne

ITEMS

4	<p>Action 11 IMAP Inner Melbourne Map licensing</p> <p>Jan Jacklin outlined the history of the map and the licensing undertaken to date.</p> <p>She advised that legal advice had been sought due to further interest in reproduction of the map by other parties. The advice had led to the development of the License Agreement and MoU between the 4 partner councils to clarify ownership of the intellectual property. She noted that feedback was now sought from the Executives on the highlighted parts of the documents.</p> <p>The Executive Forum provided comments on the documents and asked for minor alterations to be made prior to consideration by the IMAP Implementation Committee on Friday 11 March. It was agreed that the revised documents would be circulated to the Committee on Wednesday afternoon.</p> <p>The Executive Forum endorsed the recommendations in the report and referred them onto the IMAP Implementation Committee for consideration.</p>
5	<p>Close The meeting closed at 8.00am</p> <p>Next Meeting – As required</p>



Inner Melbourne Action Plan
‘Making Melbourne More Liveable’



DRAFT Minutes
Inner Melbourne Action Plan
Implementation Committee
Meeting No 21 (11 March 2011)
City of Port Phillip – St Kilda Town Hall

Committee Members	<p>Cr Rachel Powning – Mayor, City of Port Phillip (Chair)</p> <p>Cr Alison Clarke – Mayor, City of Yarra</p> <p>Cr Melina Sehr – Mayor, City of Stonnington</p> <p>Cr Peter Clarke – Chair Future Melbourne (Planning) Committee, City of Melbourne</p> <p>Dr Andi Diamond - Chief Executive Officer, City of Yarra</p> <p>Ms Kay Rundle – Chief Executive Officer, City of Port Phillip</p> <p>Mr Warren Roberts – Chief Executive Officer, City of Stonnington</p> <p>Mr Geoff Lawler – Director City Planning & Infrastructure, City of Melbourne</p>
Associate Partner Representatives	<p>Clare McArdle - Executive Director Melbourne 2030 Implementation Unit, DPCD</p> <p>Dean Purkis – Director Central City Transport, Department of Transport</p> <p>Rod Anderson – Manager Adaptable Communities, Statewide Services, DSE</p> <p>Nial Finegan - Director NW Region, VicRoads</p>
IMAP	<p>Elissa McElroy – IMAP Executive Officer</p>
Guests	<p>Steven McKellar, Sustainable Design Officer City of Port Phillip (Action 9.2)</p> <p>Gary Spivak, Housing Development Officer, City of Port Phillip (Action 5.2)</p> <p>Yvonne Lynch, Sustainability Policy Coordinator, City of Melbourne (Action 9.4)</p> <p>Jan Jacklin, Manager Economic & Cultural Development, City of Stonnington (Action 11)</p> <p>Michelle Dawson, Marketing & Promotions Officer, City of Yarra (Action 11)</p> <p>Helen Hardwick, Program Manager Destination Management, City of Melbourne (Action 11)</p> <p>Katrina Terjung, Coordinator Strategic Planning, City of Port Phillip – <i>for Sandra Wade</i></p>

PRELIMINARIES

1.	<p>Appointment of Chair</p> <p>1.1 That the IMAP Implementation Committee resolves to appoint Cr Powning as the Chair of the meeting.</p> <p>MOVED Ms RUNDLE / Cr Sehr</p> <p>A vote was taken and the MOTION was CARRIED</p>
2.	<p>Apologies</p> <p>Tony Pensabene was absent. No apologies were received.</p>
3.	<p>Suspension of City of Melbourne’s Local Law No. 1 Conduct of Meetings (No 1 of 2001)</p> <p>3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council’s Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.</p> <p>MOVED Cr CLARKE / Mr Lawler</p> <p>A vote was taken and the MOTION was CARRIED</p>

4. Declaration of Interest

Kay Rundle advised that she was on the Board of Destination Melbourne Ltd who was a potential licensee to the IMAP Tourism Map. She advised she would be withdrawing from Item 14 on the Agenda dealing with this matter.

The Chair advised that Agenda Item 15 regarding Proposed Meetings with State Ministers would be dealt with in the Ordinary meeting before the meeting closed for confidential items, and sought leave to make this change to the agenda. Approved.

ITEMS**5. Introductions**

The Chair welcomed everyone to the meeting and noted that the Committee had a number of new members present. Introductions were made around the table.

Nial Finegan, Director NW region, VicRoads noted the need for integrated land use and transport planning and emphasised the staff and financial resources currently employed in VicRoads regional offices working to improve the inner Melbourne region.

Dean Purkis, Director Central City Transport, advised that he is part of DoT's Transport Planning and Programs Division. Their work has an integrated land use and transport focus. He noted the inner city is the heart and focus for GDP growth, and DoT aims to ensure networks work properly to support this. Mr Purkis has replaced Sally Semmens on the Committee.

The Executive Officer noted that Sally Semmens had been an Associate member of the IMAP Implementation Committee since its inception in 2006. Her initial input into setting up the Inner Melbourne Action Plan was noted as was her long standing participation.

- 5.1 The IMAP Implementation Committee propose a vote of thanks to Sally Semmens for her assistance on the Inner Melbourne Action Plan Implementation Committee.

MOVED: **Mr ROBERTS/Cr Sehr**

Action: The Executive Officer to write to S Semmens to pass on the Committee's thanks.

6. Confirmation of Minutes

- 6.1 That the IMAP Implementation Committee resolve to **confirm** the minutes of the IMAP Executive Forum No 8 held on 1 October 2010.

MOVED **Mr ROBERTS / Ms Rundle**

A vote was taken and the MOTION was CARRIED

7. Ratification of Items from the Meeting of 3 December 2011: [Meeting Cancelled - Items Approved Electronically]

- 7.1 That the IMAP Implementation Committee resolves to:

- a) **Confirm** the minutes of the IMAP Implementation Committee No. 19 held on 27 August 2010
- b) **Adopt** the IMAP Annual Report 2009-10
- c) **Confirm** the minutes of the IMAP Executive Forum No. 9 held on 3 December 2010 and approve the recommendations to:
 - **Support** all the proposed IMAP project budget requests as attached in the revised list, noting that expenditure is "Indicative only" and subject to further reporting to the IMAP Implementation Committee.

- **Approve** the appointment of a part time Student Placement Officer for a period of 12 months, to be funded by IMAP funds, employed by and housed at the City of Melbourne, reporting to the IMAP Executive Officer
 - **Approve** Councils contribution towards the IMAP Distributed Energy Project (Strategy 9 Action 9.4) in 2011/12 – estimated at \$13,500 per Council
 - **Approve** an increase in the IMAP Annual Contribution in 2011/12 to \$30,000 per Council
 - **Approve** the Annual Regional Tourism contribution in 2011/12 of \$20,000 per Council
 - **Approve** the IMAP Councils share of IMAP Operational costs in 2011/12 of \$38,850* per Council [*estimate – later confirmed at \$41,403 per Council when budgets finalised - CEOs advised]
- d) **Note** the Action 7.7 progress report, and
- **Support** the WIL Working Party to appoint a Student Placement Officer on a 0.6 FTE basis for 12 months;
 - **Support** the provision of a budget to promote the use of students across the 4 Councils and to set up systems to easily administer these programs in the longer term.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

Action: Executive Officer to note minor change to minutes of 27 August 2010 Item 6 Business Arising – the one objection received went to all Councils – remove reference to the CoY

8. Business Arising

The Executive Officer tabled an additional item of correspondence to Mr M Masson CEO of Yarra Trams inviting him to attend the May meeting of the IMAP Implementation Committee. She noted the 5 Ministers listed on Outgoing Correspondence who had been invited to meet with the Committee later in the year.

Questions/Discussion:

Meeting D - Item 12 Feedback on not requiring Green Travel Plans as planning conditions: Cr P Clarke noted that if no common view was held on this matter, there was no further action and *the item should be closed*.

Meeting C – Item 5 Follow up re IMAP Model: the Executive Officer advised that the IMAP model had been raised with the COAG Review Committee when discussing ways local government worked with the state government departments. The usefulness of a joint Committee like IMAP was discussed with COAG and the difficulty in establishing joint council committees under the LGA noted. Cr P Clarke noted that this issue could be discussed further with the State Minister for Local Government.

Meeting E – Item 8 Follow up Maribyrnong re membership: Cr P Clarke asked if this item should be dropped since there was no unanimous decision on the Committee regarding this matter. He noted the concern that additional members may fracture the good work being done. However he still saw an advantage to involving Maribyrnong on joint issues. He asked that the new members consider this for a further discussion at the next meeting. The matter could then be finalised and signed off. Mr Lawler advised that he would informally investigate to see if there was any interest from Maribyrnong.

8.1 That the IMAP Implementation Committee resolve to:

- a. **note** the actions undertaken in response to business arising from previous minutes.
- b. **close** item regarding Green Travel Plans as Planning Conditions – no further action required.

MOVED Cr CLARKE / Mr Lawler

A vote was taken and the MOTION was CARRIED

*Actions: Executive Officer to list the IMAP model for discussion with the Minister Local Government.
G Lawler to informally enquire re Maribyrnong's interest in Associate membership*

9. Financial Report

The Executive Officer noted that the account was favourable and that few of the new project teams had undertaken any spending since budget approval in December.

- 9.1 That the IMAP Implementation Committee resolves to **receive** the IMAP Half Year Financial Report to 31 December 2010.

MOVED Cr CLARKE / Mr Roberts

A vote was taken and the MOTION was CARRIED

10. IMAP Progress Report

Questions/Discussion:

The Committee sought further clarification on the Distributed Energy project. Mr Lawler advised that the project looks

- at state of the art opportunities for alternative energy systems,
- at alternatives to relying on energy from traditional large power stations - which tend to lose energy across their wide distribution networks
- at opportunities to locate small renewable systems into local precincts.

He noted there is significant work being undertaken in Europe in this area. *Refer Item 14 & Attachment 9.*

- 10.1 That the IMAP Implementation Committee resolves to **note** the IMAP Progress Report for March 2011.

MOVED Mr ROBERTS / Cr P Clarke

A vote was taken and the MOTION was CARRIED

11. IMAP Governance & Communications

The Executive Officer noted the Delegation renewals and the Return of Interest resolutions had been passed by all Councils in December.

She advised that a report had been prepared for the Budget rounds of the IMAP Councils setting out the funding requirements shared across the four IMAP Councils and details of all project briefs. Mr Lawler and Mr Roberts noted that budget provision had been made for all IMAP items in their Council's draft budgets.

The Executive Officer advised that a Draft IMAP budget 2011/12 had been prepared and was attached for approval. She drew the Committees attention to an addition error, noting that:

- Total Income should read as \$389,270, and
- The Profit/ (Loss) final position should be \$71,330.

She asked that the resolution confirm that the 4 IMAP councils would provide equal payments for projects, tourism and operational expenses for the benefit of finance staff authorising payments.

Questions/Discussion

Mr Finegan asked for clarification on the Nil funding allowance for Action 4.4 *Bus Priority Advocacy* and Action 4.7 *Improvements to Public Transport*. He felt that to realise the benefits of the VicRoads transport initiatives, that it would be of value for IMAP to develop a joint view with bus operators for implementation where the main audience and the beneficiaries is the community.

Ms Rundle noted that 'no money' doesn't necessarily mean 'no action' as the Councils were involved in advocacy for these routes.

Mr Lawler noted that IMAP has the ability to enable communication at the local level. Councils can often get a joint view on local issues and may be able to assist VicRoads in this regard.

Ms Rundle suggested that IMAP's project team who action these projects could work with Nial on their implementation.

- 11.1 That the IMAP Implementation Committee resolves to:
- Note** this Governance and Communications briefing paper
 - Approve** the IMAP Budget for 2011/12 and note that the IMAP Council's will share budgeted project costs and operational expenses equally.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

*Action: Executive Officer to follow up on comments made on Action 4.4 and 4.7 with Nial Finegan and project teams/Transport staff
Executive Officer to recirculate corrected IMAP budget with Minutes*

Action 9.2 Environmentally Sustainable Design – Commercial Buildings [Factsheets]

Steven McKellar, CoPP attended for this item.

He noted that the Councils' staff had met to develop the Factsheets for use by all four Councils. CoY and CoPP have the SDAPP process implemented already; CoS are at a different stage; and CoM take a slightly different perspective with a concentration on commercial buildings. Once the 14 identified topic areas are completed more can be added. The methodology has been determined and the aim is to create more awareness around the issue by demonstrating how people can make the change.

Mr McKellar noted SDAPP is voluntary. Cities of Yarra, Moreland, Whitehorse and others have all put up a plan change for the Minister to consider. Ten councils are running the SDAPP process at the moment. They are not reliant on having an ESD policy.

Questions/Discussion

- Is it the Councils' intention to have an ESD focus in their planning schemes & provide guidelines for compliance?
- Why give people information for items that they are not required to comply with?
- If you want people to comply, it should be set up properly to ensure community expectations are met.
- It is almost an expectation by consumers now that new buildings will have some level of ESD.
- Factsheets should have a clear determination/intent of where you are going with ESD
- Assumed that in 18 months every Council will have an ESD policy.
- The factsheets could pre-empt a likely outcome - there should be strong enough conditions in the factsheet to indicate where their councils are heading; indicate that applicants should start to comply, indicate the intent of the policy.
- Council cannot compel applicants however councillors hoped staff have conversations with applicants and give them ideas on ESD to incorporate into their design.
- Capturing rainwater off roofs and other basics should be being done already.
- Residents expect action on this.
- It should be a State government focus through providing direction/funding to Councils to establish.
- This could be an item for IMAP to address with the Minister.
- Suggested we strengthen the factsheets with performance criteria
- The CoPP has a 50% voluntary take-up rate by building applicants
- CoPP's MSS embeds the philosophy to "encourage applicants to include ESD in design" and it becomes part of the CASBE group of Council's discussion with DPCD. Banyule and Moreland councils have local policies to give them authorisation at the moment.
- CoPP adopts a parallel process of being proactive while awaiting a positive response from the state government.
- Suggested lead a delegation to the Minister immediately to institute ESD in Planning Schemes in the next few weeks
- Noted CoM recently exhibited their Southbank amendment inclusive of height limits. Noted the Minister has expressed the view that municipalities should be able to exhibit without prior approval from DPCD.

- Believes this gives heart to get on with some things without the constant concern for developers.
- Noted that the list could also include factsheets on Solar and Wind co-generation, Distributed Energy, etc. Steve McKellar confirmed that the working group has not provided a definitive list and these topics could be added later.

12.1 That the IMAP Implementation Committee resolves to:

- Note the progress comments provided
- Note the Action 9.2 approved funding of \$20K in 2010/11 and \$15K in 2011/12 will be spent on graphic design and writing of publicity documents as advised in the report

MOVED Cr A CLARKE / Ms Rundle

A vote was taken and the MOTION was CARRIED

Action: Executive Officer to note ESD in planning schemes for discussion with the Planning Minister Project team [Action 9.2] to note additional items suggested for inclusion on ESD Factsheets

13. Action 5.2 Affordable Housing

Gary Spivak, Housing Development Officer, CoPP attended for this item to highlight the outcomes of the circulated report: "Affordable Housing Development Models" prepared by Affordable Housing Solutions [AHS] for the CoPP.

Mr Spivak summarised the 4 types of model detailed in the study and the 5 principles of involvement identified for CoPP. He noted the Council is looking to commit a funding contribution in 2011/12 towards the cost of the preparation of a practical manual to guide how to establish Community Land Trusts [CLTs] in Australia. This manual is to be prepared by the University of Western Sydney and the law firm, Derek Mortimer and Associates, and will be managed by the university.

[Please refer to a copy of G Spivak's presentation notes attached to these Minutes].

Questions/Discussion

- Dr Diamond congratulated CoPP on its initiative with this report and asked that CoY be permitted to piggy back on the work done and receive ongoing briefs on CoPP development in this area.
- Ms Rundle advised CoPP was happy to share the work and encouraged staff of the partner Councils to network and monitor ongoing progress.
- It was suggested that CoPP could formally send the report to each Council to ensure discussion ie. CoPP Mayor could formally send it to Minister Lovell – and meet with to brief and discuss.
- Re CLT's, the Government was looking at a land audit, to partner and co-operate with other providers. This could be a huge opportunity to generate a partner/sites etc through the CLT arrangement.

13.1 That the IMAP Implementation Committee resolves to **note, with their congratulations**, the report from the City of Port Phillip on Affordable Housing models

MOVED Cr A CLARKE / Cr Sehr

A vote was taken and the MOTION was CARRIED

Action: CoPP [G Spivak] to circulate Housing report formally as suggested.

14. Action 9.4 Green Demonstration Projects

Yvonne Lynch, Sustainability Policy Coordinator, CoM attended for this item on Green Roofs.

Ms Lynch noted the collaboration of CoM and CoPP with IMAP on this project. Costed at \$600K, the project team has applied for \$250,000 in Sustainability Accord grant funding to develop best practice guidelines/Manual to encourage the uptake of green roofs and green walls; to develop a set of regulatory conditions; and carry out a detailed feasibility study for site specific developments. She noted the IMAP funding is still to be determined.

Rod Anderson noted 83 applications were received in the Sustainability Accord funding round and assessment is currently part way through the process. He advised the Minister makes the final decision.

Geoff Lawler provided further background and explanation on the Distributed Energy project noting that

- it was very strategic
- no precedent existed for this in Australia
- it involves working within the regulations of the grid
- funding is a necessary precondition for deciding if able to move further with the project
- must work with distributors to find a "sweet spot" where can start
- electricity supply is very fragmented and regulated – this project interposes part way down the system/channel to introduce a different form of energy
- Distributed Energy systems can be installed in an individual building, however it is more efficient to do by district – requiring investigation to see how best to impose this system.

In response to a question, Ms Lynch advised that CoM is preparing a White Roofs Guideline that can be shared with the IMAP councils.

14.1 That the IMAP Implementation Committee resolves to **note** the progress comments on Action 9.4.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

Action: Executive Officer to follow up CoMs White Roofs guideline for distribution

15. Proposed Meetings with State Government ministers

The Executive Officer advised that 5 ministers had been invited to meet with the IMAP Implementation Committee when the letters accompanying the Annual Report were sent out. The invitation would be followed up once topics for discussion were clarified.

The Chair asked the Committee to submit their suggestions on discussion topics of mutual interest to the Executive Officer to collate and circulate. The Committee noted the need for an agreed position and asked that the CEOs assist to flesh out the issues raised.

Cr A Clarke noted that the meetings would be useful for relationship building. It was noted that, as a general guide, the IMAP Committee was usually represented by one of the IMAP Council Mayors, senior staff as well as the Executive Officer at these meetings.

Clare McArdle advised that IMAP could raise the same issues with a range of ministers e.g. energy and environmental matters are also of interest to the Minister of Planning.

Councillor M Sehr left the meeting at 9.28am

Mr Lawler noted that Ministers Mulder and Guy were doing a review of the municipal plan. IMAP came out of M2030 and we should consider the role of IMAP in that review.

Clare McArdle advised the review was confined to looking at the 9 principles. She noted it is timely for Council and IMAP to look at the M2030 plan. The challenge for DPCD is to determine how to get from a set of directional principles to an outcome that is relevant at sub-metropolitan levels. IMAP's role – is not a privileged role – but is focussed on a unique joint council level – at the suburban level, which has a valid view.

Dean Purkis noted that at the initial stage, departments were mostly interested in how best to capture all views.

Katrina Terjung advised that a lengthy submission on M2030 was submitted 2 years ago on the issues – suggested it be reviewed again.

After some discussion, suggestions for discussion topics were passed onto the Executive Officer for collation and circulation.

Action: Executive Officer to collate topics for ministerial briefings and discuss further with CEOs; recirculate submission from 2009

CONFIDENTIAL ITEMS**16. Confidential Items**

As previously indicated, Ms Kay Rundle declared her interest in this next item under s 79 (2) of the Local Government Act - Indirect interest – Conflict of Duty as a Board member of Destination Melbourne Ltd. She left the meeting at 9.41am.

Procedural Motion:

- 16.1 That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be CLOSED to the public as the matter to be considered comes within the ambit of Section 89 (2)(d) – Contractual Matters and Section 89 (2)(f) – Legal advice of the Local Government Act 1989.

MOVED Cr P CLARKE / Mr Roberts

A vote was taken and the MOTION was CARRIED

Procedural Motion:

- 16.2 That the IMAP Implementation Committee resolves that the meeting be reopened to the public **(10.01am)**.

MOVED Cr A CLARKE / Mr Lawler

A vote was taken and the MOTION was CARRIED

As there was no further business, the meeting was closed at **10.03 am**.

Confirmed: Next meeting **Friday 27 May 2011** (8.00am) City of Yarra

IMAP Implementation Committee Meeting 11 March 2011 – Endorsement of Minutes

Chairperson: Cr Rachel Powning _____ Date: _____

RESOLUTIONS

- 1.1 That the IMAP Implementation Committee resolves to appoint Cr Powning as the Chair of the meeting.
- 3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.
- 5.1 The IMAP Implementation Committee propose a vote of thanks to Sally Semmens for her assistance on the Inner Melbourne Action Plan Implementation Committee.
- 6.1 That the IMAP Implementation Committee resolve to **confirm** the minutes of the IMAP Executive Forum No 8 held on 1 October 2010.
- 7.1 That the IMAP Implementation Committee resolves to:
- a. **Confirm** the minutes of the IMAP Implementation Committee No. 19 held on 27 August 2010
 - b. **Adopt** the IMAP Annual Report 2009-10
 - c. **Confirm** the minutes of the IMAP Executive Forum No. 9 held on 3 December 2010 and approve the recommendations to:
 - i. **Support** all the proposed IMAP project budget requests as attached in the revised list, noting that expenditure is "Indicative only" and subject to further reporting to the IMAP Implementation Committee.
 - ii. **Approve** the appointment of a part time Student Placement Officer for a period of 12 months, to be funded by IMAP funds, employed by and housed at the City of Melbourne, reporting to the IMAP Executive Officer
 - iii. **Approve** Councils contribution towards the IMAP Distributed Energy Project (Strategy 9 Action 9.4) in 2011/12 – estimated at \$13,500 per Council
 - iv. **Approve** an increase in the IMAP Annual Contribution in 2011/12 to \$30,000 per Council
 - v. **Approve** the Annual Regional Tourism contribution in 2011/12 of \$20,000 per Council
 - vi. **Approve** the IMAP Councils share of IMAP Operational costs in 2011/12 of \$38,850* per Council [*estimate – later confirmed at \$41,403 per Council when budgets finalised - CEOs advised]
 - d. **Note** the Action 7.7 progress report, and
 - i. **Support** the WIL Working Party to appoint a Student Placement Officer on a 0.6 FTE basis for 12 months;
 - ii. **Support** the provision of a budget to promote the use of students across the 4 Councils and to set up systems to easily administer these programs in the longer term.
- 8.1 That the IMAP Implementation Committee resolve to:
- a. **note** the actions undertaken in response to business arising from previous minutes.
 - b. **close** item regarding Green Travel Plans as Planning Conditions – no further action required.
- 9.1 That the IMAP Implementation Committee resolves to receive the IMAP Half Year Financial Report to 31 December 2010.
- 10.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for March 2011.
- 11.1 That the IMAP Implementation Committee resolves to:
- a. **Note** this Governance and Communications briefing paper
 - b. **Approve** the IMAP Budget for 2011/12 and note that the IMAP Council's will share budgeted project costs and operational expenses equally.
- 12.1 That the IMAP Implementation Committee resolves to:
- a. **Note** the progress comments provided
 - b. **Note** the Action 9.2 approved funding of \$20K in 2010/11 and \$15K in 2011/12 will be spent on graphic design and writing of publicity documents as advised in the report
- 13.1 That the IMAP Implementation Committee resolves to **note, with their congratulations**, the report from the City of Port Phillip on Affordable Housing models

14.1	That the IMAP Implementation Committee resolves to note the progress comments on Action 9.4.
16.1	That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be CLOSED to the public as the matter to be considered comes within the ambit of Section 89 (2)(d) – Contractual Matters and Section 89 (2)(f) – Legal advice of the Local Government Act 1989.
16.2	That the IMAP Implementation Committee resolves that the meeting be reopened to the public (10.01am) .

ACTIONS PUBLIC RECORD

	Responsibility	Action	Due
5	IMAP Executive Officer	<i>The Executive Officer to write to S Semmens to pass on the Committee's thanks</i>	March 2011
7	IMAP Executive Officer	<i>Executive Officer to note minor change to minutes of 27 August 2010 Item 6 Business Arising – the one objection received went to all Councils not just the CoY – remove reference to the CoY</i>	March 2011
8	IMAP Executive Officer G Lawler	<i>G Lawler to informally enquire re Maribyrnong's interest in Associate membership</i>	May 2011
11	IMAP Executive Officer	<i>Executive Officer to follow up on comments made on Action 4.4 and 4.7 with Nial Finegan and project teams/Transport staff</i>	May 2011
12	IMAP Executive Officer Project team [Action 9.2]	<i>Executive Officer to recirculate corrected IMAP budget with Minutes Executive Officer to note ESD in planning schemes for discussion with the Planning Minister Project team [Action 9.2] to note additional items suggested for inclusion on ESD Factsheets</i>	May 2011
13	IMAP Action 5.2 Working group	<i>CoPP [G Spivak] to circulate Housing report formally as suggested.</i>	May 2011
14	IMAP Executive Officer	<i>Executive Officer to follow up CoMs White Roofs guideline for distribution</i>	When available
15	IMAP Executive Officer	<i>Executive Officer to collate topics for ministerial briefings and discuss further with CEOs; recirculate submission from 2009</i>	May 2011

PRESENTATION TO THE IMAP COMMITTEE MEETING OF 11 MARCH 2011 ON THE OUTCOME OF THE CITY OF PORT PHILLIP RESEARCH PROJECT: AFFORDABLE HOUSING DEVELOPMENT MODELS

In May 2010 the IMAP Committee decided that:

- I should present the outcome of the CoPP research project, Affordable Housing Development Models
- after it is finished and approved by Council.

The study has now been approved for public release on 28 February 2011.

This presentation summarises

- the study's findings and
- how the City of Port Phillip is considering pursuing one of the models.

The project comprises a study prepared by the consultants, Affordable Housing Solutions.

It aimed to investigate the key models of affordable housing that:

- Targets the income spectrum that generally ranges between very low/low income to high income cohorts
- i.e. that falls between social (public and community) housing and market rate private housing
- Where this income spectrum is increasingly finding it difficult to find affordable private rental housing or achieve home ownership.

The four models investigated were:

1. Private sector finance in the context of the National Rental Affordability Scheme (NRAS).

- NRAS is a Commonwealth scheme
- encouraging developers to build rental housing that is rented at 20% below market price for 10 years
- often in partnership with community housing organizations that manage the housing
- in return for receiving a Commonwealth and State subsidies for that period.

2. Partnerships with private developers

- The various permutations partnerships between local government, private developers and community housing developers can take involving affordable housing

3. Shared equity housing

- Where purchasers obtain equity in their homes
- by sharing the overall cost with an equity partner in the form of a financial institution or government backed provider.

4. Rent-to-buy schemes

- That assist renters to move to home ownership.

The investigation included the potential role for any local government incentives considered important in supporting the models.

The study provided:

- A broad, preliminary investigation and
- Provided five principles to be used by Council officers to assess if there are any suitable models for Council to pursue or support.

The principles are:

1. The intervention should not replace the role of another level of government. However, a small intervention may leverage action from other levels of government.

2. Any intervention should have a measurable benefit to the municipality and in particular to the current and future constituents.
3. Any local government contribution should leverage further investment from the public and private sectors, thereby multiplying the overall economic and social benefits to the municipality.
4. The value of the intervention is captured for future generations by ensuring that any incentives or contributions are not simply a windfall to the first generation of recipients of the affordable housing.
5. Above all it is essential that the municipality is not exposed to commercial risk through the affordable housing initiative.

This assessment found that:

Re. Private sector finance:

- There is no specific, new role for Council apart from continuing to encourage private sector finance such as the NRAS
- through partnerships between private and community housing developers on an opportunity basis and
- advocating to the Commonwealth and State Governments for programs such as NRAS.

Re. Partnerships with private developers:

- The study provides select examples of innovative partnerships that will be useful to promote.
- Facilitation, but not direct involvement in partnerships, is an appropriate role for local government due to:
 - Restrictions under the Local Government Act (s 193 on entrepreneurial activity) and
 - the role of regulated Housing Associations.
 - Council can continue to support partnerships through:
 - its facilitation and brokerage role and
 - support provided to the Port Phillip Housing Trust, e.g. provision of underutilised land.

Re. Rent-to-buy schemes:

- This is not a suitable role for local government for reasons such as:
 - Exposure to commercial and legal risk,
 - An inability to capture perpetual affordability benefits without a windfall gain for the first generation of beneficiaries and
 - therefore an inability to measure ongoing community benefits.

Re. Shared equity housing:

- This is a role most appropriate for Commonwealth and State Government.
- It is difficult to capture perpetual affordability benefits (the windfall gain to the first purchasers)
- and measure ongoing community benefits.
- There will also be commercial risk.

However, Community Land Trusts (or CLTs) as a form of shared equity housing:

- Captures perpetual affordability benefits through affordability restrictions at the resale of dwellings.
- Consequently, it was recommended to Council that there be further investigation to support the establishment of CLT's in Port Phillip...
- through supporting the preparation of a manual that will provide a practical guide on how to establish CLTs.

- The manual in turn will facilitate the leveraging of other public and private investment through the establishment of CLTs.

CLTs involve:

- Trust entities (eg. groups of residents or community housing organizations) securing land,
- maintaining ownership over the land and
- renting or selling the dwellings (bricks and mortar) to households under Ground Leases.
- These Ground Leases include affordability formulas that balance limited equity gain with maintaining perpetual housing affordability.
- When an owner occupied dwelling is sold, the equity is shared between the CLT and the seller due to limitations placed on resale prices set by the CLT.

CLTs are common in the USA and to a lesser extent the UK but are yet to be established in Australia.

There is a lack of experience and guidance as to how to establish CLTs under the Australian legal, taxation and finance systems.

The support that Council is considering providing is to contribute funding through its 2011/12 budget process for the preparation of the manual on how to establish CLTs.

This manual will provide practical guidance and model documents such as

- The various models that CLTs have taken overseas
- A case study relevant to Australian conditions
- Financial modelling
- A model ground Lease
- Model mortgage instrument and
- the necessary tax status of a CLT (PBI and GDR) and how to achieve that status.

Subject to raising the necessary total funding for the research project, the manual will be prepared in 2011/12 by:

- the University of Western Sydney
- in collaboration with the specialist law firm, Derek Mortimer and Associates.

**IMAP Implementation Committee
Business Arising
27 May 2011**

A Senior Executive's Forum Action Items (26 March 2009)

Item	Responsibility	Action	Due	Progress
5 <i>Update from DIIRD</i>	IMAP Implementation Officer	Reconvene Action 7.4 working group, review and identify opportunities and communicate to DIIRD. <i>[In response to changing environment & govt strategies, policies & priorities]</i>	Sept 09	In Progress <i>[Discuss further with DIIRD]</i>

B IMAP Implementation Committee Action Items (29 May 2009)

Item	Responsibility	Action	Due	Progress
10 <i>GLawler briefing on CoM/CoS software trial</i>	IMAP Implementation Officer & City of Melbourne	Implementation Officer to organise a 'briefing' of Microsoft's 'public domain emissions tracker' in liaison with CoM staff <i>[Software tool to communicate with public, benchmark & measure]</i>	Oct 09	In Progress

C IMAP Implementation Committee Action Items (28 August 2009)

Item	Responsibility	Action	Due	Progress
5 <i>Business Arising</i>	IMAP Implementation Officer	Follow-up with Office of Local Government re IMAP Model	Sept 09	In Progress. Discussed with COAG committee - 20 Oct '10

D IMAP Implementation Committee Action Items (19 February 2010)

Item	Responsibility	Action	Due	Progress
8 <i>Review of Operational Protocol</i>	IMAP Executive Officer	Arrange a meeting with Government and Opposition Ministers as required.	As required	In Progress -Invited for late 2011 (open date)

E Senior Executive's Forum Action Items (9 April 2010)

Item	Responsibility	Action	Due	Progress
5 <i>Greenlight Project: Expenditure Reconciliation</i>	Project Team Leader [Meg Selman CoPP]	That the project team prepare a full report to the IMAP Committee with the Evaluation Report which explains the aims and outcomes of the Greenlight project, reconciles the final funding position and identifies any work that could be done in the next stage	May 2011	Refer Agenda Item 12 (Attachment 6 to follow)
6 <i>IMAP Review – IMAP Bdy Extension</i>	Mr G Lawler Executive Officer	Mr Lawler and the IMAP Executive Officer to arrange an informal discussion with the CEO of Maribyrnong Council to brief her on IMAP.	April 2011	Completed

F IMAP Executive Forum Action Items (20 July 2010)

Item	Responsibility	Action	Due	Progress
3 <i>IMAP Review</i>	IMAP Executive Officer	Executive Officer to provide an update of key statistics included in the IMAP introductory section	Nov 2010	In Progress

G IMAP Implementation Committee Action Items (27 August 2010)

Item	Responsibility	Action	Due	Progress
12 <i>Car Sharing Action 3.3</i>	Geoff Robinson/Stuart Outhred CoM	CoM to hold discussions with other IMAP Councils on joint car sharing tenders	Sept 2010	In Progress – CoM undertaking preliminary work

H IMAP Implementation Committee Action Items (11 March 2011)

Item	Responsibility	Action	Due	
5 Preliminaries	IMAP Executive Officer	<i>The Executive Officer to write to S Semmens to pass on the Committee's thanks</i>	March 2011	Completed
7 Ratification of Electronic Items	IMAP Executive Officer	<i>Executive Officer to note minor change to minutes of 27 August 2010 Item 6 Business Arising – the one objection received went to all Councils not just the CoY – remove reference to the CoY</i>	March 2011	Completed
8 Business Arising	IMAP Executive Officer G Lawler	<i>G Lawler to informally enquire re Maribyrnong's interest in Associate membership</i>	May 2011	Completed
11	IMAP Executive Officer	<i>Executive Officer to follow up on comments made on Action 4.4 and 4.7 with Nial Finegan and project teams/Transport staff</i> <i>Executive Officer to recirculate corrected IMAP budget with Minutes</i>	May 2011	Completed
12	IMAP Executive Officer Project team [Action 9.2]	<i>Executive Officer to note ESD in planning schemes for discussion with the Planning Minister</i> <i>Project team [Action 9.2] to note additional items suggested for inclusion on ESD Factsheets</i>	May 2011	Completed Passed on for noting. Completed
13	IMAP Action 5.2 Working group	<i>CoPP [G Spivak] to circulate Housing report formally as suggested.</i>	May 2011	Completed
14	IMAP Executive Officer	<i>Executive Officer to follow up CoMs White Roofs guideline for distribution</i>	When available	
15	IMAP Executive Officer	<i>Executive Officer to collate topics for ministerial briefings and discuss further with CEOs; recirculate submission from 2009</i>	May 2011	In Progress

Correspondence

From	Regarding
Michel Masson, CEO Yarra Trams (Attachment 2a)	Response to invitation to attend IMAP meeting
Email CEO City of Maribyrnong (via PA) (Attachment 2b)	Response to invitation to attend IMAP meeting
To	Regarding
Cr Sarah Carter, Mayor, City of Maribyrnong (Attachment 2c)	Invitation to become Associate Members, IMAP Implementation Committee
Sally Semmens, DPCD (Attachment 2d)	Extending the Committee's thanks for her contribution to IMAP
IMAP Committee members & Associates	Invitation to attend Stonnington Jazz Opening night (on behalf of CEO City of Stonnington)

Ref yte11h00076

11 April 2011

Ms Elissa McElroy
IMAP Executive Officer
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Melbourne Vic 3001

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www.yarratrams.com.au

Dear Elissa

Inner Melbourne Action Plan Implementation Committee meeting

Thank you for your letter of 8 March 2011 inviting me to attend the Inner Melbourne Action Plan Implementation Committee meeting to be held on Friday 27 May. I will be happy to share with you KDR values and vision, since taking over the operations of Melbourne trams in December 2009.

I believe IMAP has been a strong advocate for public transport since its establishment in 2005. The communities represented by the members of the Committee have certainly been central to the growth and development of Melbourne's iconic tram network.

While tram patronage is at historically high levels and we are consistently meeting the performance targets set by the State Government, there are growing challenges to the efficient movement of trams throughout the network. Our proud history means Melburnians have an affinity for trams, however there are significant challenges associated with the necessary modernization of century old infrastructure and network design.

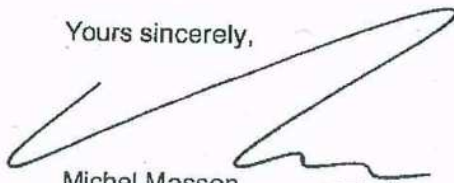
With Melbourne's continued population growth contributing to increased congestion on our roads, we are working hard to improve tram priority so that we can deliver the reliable service our customers expect. Collaboration with IMAP and local governments will be central to the success of these efforts.

With this in mind, I am very happy to accept your invitation to present our vision to the IMAP Implementation Committee and discuss how this vision complements the work of Committee members within their local communities.

Our Director of Corporate Affairs, Florence Forzy, will contact you to discuss the format requested for the presentation.

Once again, thank you for the invitation and I look forward to seeing the IMAP Committee on 27 May.

Yours sincerely,



Michel Masson
Chief Executive Officer



Robyn.Russell@maribyrnong.vic.gov.au


10/05/2011 03:36 PM

To emcelroy@stonnington.vic.gov.au

cc Vince.Haining@maribyrnong.vic.gov.au

bcc

Subject IMAP

History:  This message has been replied to.

Hi Elissa

Vince has asked me to update you in relation to this one.

Councillors were briefed recently and agreed in principle to come on board. A formal report to Council will be considered at its meeting on 17 May. Following that meeting we will be in contact again.

Kind regards
Robyn

Robyn Russell
Maribyrnong City Council
PA to Vince Haining CEO
Tel: (03) 9688 0212
Email: Robyn.Russell@Maribyrnong.vic.gov.au

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3 May 2011

27 May 2011 Attachment 2c

Cr Sarah Carter
Mayor
City of Maribyrnong
PO Box 58
Footscray
VIC 3011

Dear Councillor Carter

I write on behalf of the Inner Melbourne Action Plan [IMAP] to invite your Council to become an Associate Member of the IMAP Implementation Committee.

The Inner Melbourne Action Plan (IMAP), adopted in December 2005, is a collaborative project between the Cities of Melbourne, Port Phillip, Yarra and Stonnington. IMAP sets out 11 Regional strategies and 57 agreed actions to address one simple objective: *"Making Melbourne More Liveable"*. IMAP prioritises actions that councils within the Inner Melbourne Region need to undertake to meet the aims of *Melbourne 2030*. It concentrates primarily on actions that can be completed within a five to 10 year timeframe.

The Members of the Committee comprise the Mayors and CEOs from the Cities of Yarra, Stonnington and Port Phillip, and the Future Melbourne (Planning) Committee Chairman and Director of City Planning and Infrastructure from the City of Melbourne.

The Associate Members, who attend in a non-voting and non-financial capacity, include a representative from the Department of Transport, the Department of Planning and Community Development, the Department of Business and Innovation, the Department of Sustainability and Environment and VicRoads. Associate Members of the Committee contribute to discussions, provide expertise, update the Committee on events and programs happening in their areas and assist with networking and championing inner Melbourne regional projects promoted by IMAP.

In addition, over 50 staff from across the four councils are involved in various IMAP project teams. This unique collaboration is highly valued by our staff and IMAP is happy to include Maribyrnong on the project teams. Where there is a project cost involved, a financial contribution may be sought from your council on a project by project basis.

The IMAP Implementation Committee believes representation from the City of Maribyrnong at the Committee would positively contribute to planning, communication and partnership on IMAP's inner Melbourne regional strategies and extends this invitation to yourself and Mr Haining to attend our quarterly meetings. The next meeting of the Committee is on 27th May.

Associate membership for your Council enables your attendance without changing the current IMAP Special Committee governance structure. However, with changes proposed to the State Government's Metro Plan over the next two years, it is likely that the Inner Melbourne Action Plan and its structure will require change as a result, at which time a more formal arrangement with Maribyrnong could be initiated.



I would appreciate it if you would discuss this matter with your Council as necessary and advise me of your interest in this proposal.

Yours sincerely,

Elissa McElroy
IMAP Executive Officer



Enquires: Elissa McElroy
Telephone: 03 8290 1110

27 May 2011 Attachment 2d

16 May 2011

Sally Semmens
Manager Established Suburbs
Integrated Transport and Landuse Planning
Department of Planning & Community Development
PO Box 500
Melbourne
VIC 3000

Dear Sally,

On behalf of the Inner Melbourne Action Plan Implementation Committee, I write to extend the Committee's thanks for your contribution to the work of IMAP during your lengthy period as Associate Member representing the Department of Transport.

As one of the longest standing members of this Committee, - since the second meeting of IMAP in May 2006, you have provided a useful perspective and assisted in providing contacts and feedback on the IMAP transport projects.

I would also like to extend my personal thanks for your assistance during the time I have been IMAP's Executive Officer. I have found your assistance very helpful in navigating the state government arena.

We wish you all the best in your new location with the Department of Planning and Community development.

With kind regards,

Elissa McElroy
IMAP Executive Officer

IMAP Implementation Committee
Financial Report – Nine Month Period
1 July 2010 – 31 March 2011

Background

1. The IMAP financial position was last noted at the IMAP Implementation Committee meeting held 11 March 2011
2. Retained Earnings carried forward from the 2009-2010 financial year totalled \$297,888 (excluding GST).
3. Included in this carry forward figure is a final payment for the Greenlight Project LAAP funding of \$8,518.18 [excl GST] which was invoiced but not received. Department of Transport [DoT] have advised that part of the grant funding requires **repayment** due to the Greenlight Project surplus.

The internal adjustment to revenue has been made to reverse the \$8,515. The invoice for \$32,454 excl GST from the Department of Transport was received this quarter for payment.

Income

4. All Tourism contributions and IMAP Annual Council contributions have been invoiced and received.
5. **Total Income** of **\$449,370** was recorded for the 9 month period to 31 March 2011.

Government grants:

Internal Adjustment – Invoice Reversed for final LAAP Payment on Greenlight Project [Action 2.4]	(\$8,518)
--	-----------

Sundry Income:

Retained Earnings carried forward from 2009-10	\$297,888	
Tourism Contributions received from 4 partner IMAP Councils	\$80,000	\$337,888

Contract Income:

Annual Contributions received from 4 partner IMAP Councils	\$80,000	
--	----------	--

Total Operating Income:	<u>\$449,370</u>
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Expenditure

6. **Total Expenditure** of **\$121,674** was committed for the 9 month period to 31 March 2011.

4102 Catering

IMAP Catering - informal meetings	\$90
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4105 Printing

Strategy 11 - Map Reprint [100,000] Dec 2010	\$12,135	
- Map Reprint [200,000] Feb 2011	\$24,050	\$36,185

4108 Stationery

IMAP Meetings - Stationery Reimbursements	\$330
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4131 Promotional Publications

Strategy 11 - Tourist Map distribution – Aug 2010	\$375	
- Sept	\$345	
- Oct	\$257	
- Nov	\$200	
- Dec	\$360	
- Jan 2011	\$415	
- Feb	\$313	
- Annual Tourist Map Licence Fee	\$375	
IMAP Website Domain renewal	\$56	\$2,696

4150 Consulting Fees

Strategy 11	Tourism map distribution- June 2010	\$382	
	- July 2010	\$466	
	Tourism map reprint [200,000] May 2010	\$21,490	
	Map License Strategic Meeting 1 GMP	\$990	
	Map License Workshop & Follow-up GMP	\$3,570	
	Map License Strategic Meeting 2 GMP	\$720	
	Map License Legal Advice GMP	\$2,875	
Action 7.7	WIL Workshop	\$2,400	
IMAP	Website hosting		
	- Jul/Aug/Sep	\$630	
	- Oct/Nov	\$420	
	- Dec-June	\$1,470	
	Website Redesign	\$932	
	Annual Report Design/Print	\$5,280	\$41,625

4162 Legal Fees

Strategy 11	Map Licence Legal Advice GMP	\$2,572	
	Map Licence Legal advice GMP	\$3,940	
	Map Licence Legal advice GMP	\$1,662	\$8,174

4190 Sundry Expenditure

	Sundries	\$27	
Action 2.4	Underspend on LAAP Project	\$32,454	\$32,481

Internal Catering

IMAP	Catering - Executive Forum		\$92
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TOTAL EXPENDITURE **\$121,674**

NET SURPLUS **\$327,696**

Recommendation

- That the IMAP Implementation Committee resolves to **receive** the Financial Report for the 9 months to 31 March 2011.

Reporting Scope - IMAP***Operating & Capital Works Statement for period ended March 31, 2011***

<u>CURRENT MONTH</u>				<u>YEAR TO DATE</u>					<u>FULL YEAR</u>		
	Total Committed	Budget	Variance	Unpaid Purchase Orders	Actuals	Total Committed	Budget	Variance	Forecast	Budget	Variance
2210 - Usage Fees	0	0	0	0	(8,518)	(8,518)	0	(8,518)	0	0	0
User Charges	0	0	0	0	(8,518)	(8,518)	0	(8,518)	0	0	0
2800 - Sundry Income	0	0	0	0	377,888	377,888	0	377,888	0	0	0
2810 - Contract Income	0	0	0	0	80,000	80,000	0	80,000	0	0	0
Other Revenue	0	0	0	0	457,888	457,888	0	457,888	0	0	0
Total Operating Income	0	0	0	0	449,370	449,370	0	449,370	0	0	0
4102 - Catering	0	0	0	0	90	90	0	(90)	0	0	0
4105 - Printing	24,050	0	(24,050)	0	36,185	36,185	0	(36,185)	0	0	0
4108 - Stationery - General	0	0	0	0	330	330	0	(330)	0	0	0
4131 - Promotional Publications	688	0	(688)	0	2,696	2,696	0	(2,696)	0	0	0
4150 - Consulting Fees	932	0	(932)	0	41,625	41,625	0	(41,625)	0	0	0
4162 - Legal Fees	8,174	0	(8,174)	0	8,174	8,174	0	(8,174)	0	0	0
4190 - Sundry Expenditure	32,454	0	(32,454)	0	32,481	32,481	0	(32,481)	0	0	0
5102 - Internal Catering Charges	92	0	(92)	0	92	92	0	(92)	0	0	0
Administration Expenditure	66,390	0	(66,390)	0	121,674	121,674	0	(121,674)	0	0	0
Total Operating Expenditure	66,390	0	(66,390)	0	121,674	121,674	0	(121,674)	0	0	0
Operating Profit / (Loss)	(66,390)	0	(66,390)	0	327,696	327,696	0	327,696	0	0	0
Net Surplus / (Deficit)	(66,390)	0	(66,390)	0	327,696	327,696	0	327,696	0	0	0

IMAP Progress Report

May 2011

The Inner Melbourne Action Plan (IMAP) identifies 57 actions within 11 regional strategies to help build the inner Melbourne region to embody creativity, liveability, prosperity and sustainability across a range of diverse neighbourhoods.

The following Actions have been **COMPLETED**:

Action 1.1 Inner Melbourne *Statement of Significance*
 Action 2.2 Coordinated pedestrian and public transport Signage (Wayfinding)
 Action 2.3 Bicycle Network Legibility – *Priority Bicycle Network Report*
 Action 2.4 Walking links and pedestrian priority areas (Greenlight)
 Stage 1 – *Analysis Report* and Stage 2a – *Implementation*
 Action 3.3 Regional Parking Management Stage 1 - *Report on Parking*
 Action 5.2 Affordable Housing - *Needs Website (May 08)*
 Action 6.3 Activity Centres Stage 1-*Cumulative Impact Assessment tools*
 Action 7.4 Regional Economic Development *Statement*
 Action 9.1 Regional Sustainability Targets – *Audit of IMAP Councils*
 Action 9.3 Water Sensitive Urban Design - *Model Guidelines*
 Action 9.6 Use of Recycled Water in Open Space – *Technical Notes*
 Action 11.1 Inner Melbourne Map – inner Melbourne region *Visitor Map*
 Action 11.2 Regional Tourism Program – *Research & Itineraries*

Other Achievements

Merit Award for Regional Action in Water Sensitive Urban Design at the Stormwater Victoria Awards

IMAP Bicycle Network - Presentation at the Bike Futures 2009 Conference

Presentation to Planning Students at Melbourne University 2009 & 2010

IMAP Annual Report 2009 - 10

Governance

- Annual Reports 06-07 / 07-08 / 08-09
- Goods & Services Procurement Policy
- Governance & Relationships Report
- IMAP Plan Review 2010

Communications

- IMAP Website
- National Conference presentation (March 09)
- Club IMAP
- Council Briefings (Cities of Yarra, Stonnington, Melbourne, Port Phillip)

Advocacy

- Ministerial Briefings – Ministers Wynne, Madden, Kosky and Plibersek
- Briefings to DIIRD & SGS consultants
- IMAP acknowledgements:
 - State Government's Cycling Strategy
 - Interdepartmental Committee (Department of Justice)
 - Melbourne Water (WSUD)

Action 2.4 – Regional Greenlight Project

Stage 1 and 2 – COMPLETE

- Implementation of recommended changes to 20 signal crossing sites across the IMAP region has been completed by VicRoads and details of the changes provided to councils.
- These changes provide model treatments for future works at key crossing points to provide safer more comfortable journeys for foot traffic. With increased interest in the role walking for transport will play in the climate change challenge, this project continues to deliver important practical outcomes for IMAP.

Stage 3 – COMPLETE

- The Final Report on this project was submitted to DoT by 30 June 2010.
- Final evaluation by the Department of Transport [DoT] to wind up this project will be reported in May 2011 with receipt of the final Report by consultants. Further Greenlight projects have been identified as a strategy in the State Government's Pedestrian Access Strategy published in October 2010.

Action 2.5 Bicycle Network

Implementation of Priority Routes - IN PROGRESS

- Action 2.3 delivered the Priority Bicycle Network for IMAP (January 2008) with recommendations from this report forming the basis for the implementation of Action 2.5.
- Focus is on the high bicycle usage routes or those routes which have the potential to carry significantly increased bicycle volumes and therefore require the most work to bring them up to a standard that could safely accommodate increasing bicycle volumes.
- These routes also provide the opportunity to implement some of the separation and delineation treatments being designed and installed in various municipalities. The development of this hierarchy of treatments is considered 'best practice' and the opportunity to promote and share this knowledge more broadly is being considered by the working group.
- The Working Group reported their gap analysis of the network to the IMAP Implementation Committee in May 2010 to highlight progress to date and future priorities. The Committee has identified the need to fast track completion of the network and to establish coordinated design guidelines for standardized bike lane treatments across the IMAP councils. A meeting with VicRoads to progress this has been proposed.

Action 3.2 Roads as Places

IN PROGRESS

- A Briefing paper was prepared for consideration by the IMAP Implementation Committee on 19 February 2010. Further discussion by the Executive Forum in April has broadened the brief which will come back to the Committee following consultation with public realm/urban design staff.

Action 3.3 Regional Approach to Parking Management

Stage 1 – COMPLETE

- An audit has been undertaken to identify current parking status and gaps. This information has assisted in the development of 6 'guiding principles' for the management of existing parking supply in Activity Centres.
- Given the broad scope of Action 3.3, the working group determined to limit itself to three essential areas of activity, these being:
 - Parking measures to mitigate car travel
 - Provision of parking in new developments
 - Management of existing parking supply
- Integrated Travel Plans and Green Travel Plans have been researched and direction will now be sought from the Department of Transport.

Stage 2 – IN PROGRESS

- Proposed further research to identify the *Value of Parking to Activity Centres*. A brief for tenders is being considered. Research on Car Sharing was reported to the Committee in August 2010 and is being trialled in a number of IMAP council areas.

Action 4.7 Improvements to Public Transport Services

IN PROGRESS

This new project links in with the City of Melbourne's Transport Strategy Update 2011. With the draft approved by the City of Melbourne in 10 May 2011, the document is now available for public consultation until 24 June. The draft Strategy will be discussed with the IMAP Implementation Committee at its May meeting.

Action 5.2 Affordable Housing

IN PROGRESS

- The IMAP Committee 28 August 2009 resolved to support the proposed advocacy strategy in the Briefing Paper. This strategy comprised:
 - Writing to the Premier and the Commonwealth Minister for Housing, Tanya Plibersek.

- Arranging a meeting between individual developers and the Ministers for Planning & Housing.
- In March 2009 the IMAP Committee resolved to investigate site specific opportunities for inclusionary zoning (similar to that attempted by the City of Yarra for the AMCOR site).

This has been implemented as follows:

Correspondence

- A letter was sent to the Premier on 3 September 2009 seeking the capacity for planning mechanisms for affordable housing such as inclusionary zoning to be allowed for in the forthcoming Victorian Integrated Housing Strategy. The matter was
 - referred to Minister Wynne; and
 - A letter from the Minister for Housing on behalf of the Premier referring to the forthcoming Victorian Integrated Housing Strategy but with no commitment. The Strategy was subsequently released and contains no reference to planning mechanisms for affordable housing.
- A letter to Minister Plibersek on 3 September 2009 sought the capacity for planning mechanisms for affordable housing such as inclusionary zoning to be included in the next version of the National Affordable Housing Agreement (NAHA). The response was:
 - The Minister's office invited the City of Port Phillip representatives on behalf of IMAP to a meeting on 9 March 2010 to discuss the Overlay proposal and planning mechanisms generally. As a result of other discussions at the time, further engagement with the development industry peak bodies was suggested.
 - A report to the May 2010 IMAP Committee meeting recommended further, targeted engagement after investigation of suitable planning incentives that may be attractive to the development industry. Such incentives have been a feature of the original Overlay proposal modelled by SGS Economics and Planning. [This is being followed up.](#)

Site specific opportunities

A 2nd site specific approach (following the attempt on the AMCOR site) was tested at 400 City Rd, South Melbourne. This did not receive support from the State Government.

Developers meeting

Holding the developers meeting was put on hold pending the release of the Victorian Integrated Housing Strategy. [A meeting with representatives of the development industry was facilitated on 12 April 2011. The outcome of this meeting will be reported back in August.](#)

Research

Research commissioned by the City of Port Phillip on “Affordable Housing Development Models” prepared by Affordable Housing Solutions [AHS] was made available to the IMAP councils in March 2011 for consideration. This paper has since been circulated to a wider audience to ascertain support for additional external research work.

Action 6.3 Managing Conflict in Activity Centres

Stage 1 – COMPLETE

- Key ‘tools’ have been developed to aid in the assessment of Cumulative Impact:
 - A Precinct Approach to include baseline data (key indicators) to assist the applicant in preparing the application.
 - A Pre-Application Approach that includes a checklist for applicants outlining the information to be provided.
 - A Cumulative Impact Assessment form that provides a tool to assist council's planners and decision makers to reflect on the proposal against issues, constraints and opportunities.
- The State Government has established an Interdepartmental Committee (IDC) to consider Cumulative Impact and Outlet Density. Representatives from DPCD reported to the IMAP Implementation Committee on the IDC in November 2009.
- A review of definitions has identified inconsistency with definitions in the Planning Scheme and those used in the Liquor Licensing system. A Discussion Paper has influenced further communication within councils and State Government.

Stage 2 – IN PROGRESS

- The Cumulative Impact ‘tools’ are being tested and reviewed by individual councils and will be refined. This action is awaiting the report back from the Interdepartmental Committee before it can be finalized.

Action 7.7 Universities and Regional Development

IN PROGRESS

- Initiated by IMAP's Regional Economic Development Statement (May 2008), the Office of Knowledge Capital & IMAP have partnered to progress the Councils for Hosting Universities (CHUM) program. A workshop held December 2008 increased awareness and information sharing across Universities and Councils within the inner Melbourne region and identified 2 Initiatives.
- One of these initiatives, *Integrated Workplace Learning Program* was scoped to identify the potential of this program for all stakeholders at workshops held in February and May 2010.
- A working group formed to address knowledge gaps and develop a Manager's Guide with a checklist and responses to Frequently Asked Questions as a resource for councils to access the internship programs.

- The working group updated IMAP in August 2010 and requested funding in December for a part time staff position [Student Placement Officer] to promote Students in Councils across the IMAP Councils. This was approved.
- This position was filled in May 2011 with commencement 17 May 2011.

Action 8.1 Priority for Freight Movement

This new project proposes some initial research be undertaken to determine the current freight movements through the IMAP region as a start point to understanding the needs and impacts of the current system. The brief for the first stage of this project is to be considered at the May IMAP Implementation Committee meeting.

Action 9.2 Environmentally Sustainable Design – commercial buildings

This new project was identified as a priority for commencement in the IMAP plan review undertaken in 2010.

There are three parts to this project:

- 1) Communication Strategy – development of ESD guidelines for publication
- 2) Review the current ESD policy position in Melbourne
- 3) Identify ESD retrofit issues

Stage 1 – IN PROGRESS

- Work on the Communication Strategy commenced in December 2010. Topics have been identified and are currently being written up for editing and publication. The Working Group updated the IMAP Implementation Committee in March 2011 on progress to date.

Action 9.3 Water Sensitive Urban Design

Stage 1 – COMPLETE

- *Model WSUD Guidelines* completed and endorsed.

Stage 2 – IN PROGRESS

- *Draft Stormwater Management local planning policy* has been refined following feedback from DPCD and is consistent with the recently gazetted City of Bayside Clause 44 WSUD amendment.
- Feedback received from Melbourne Water and the Department of Sustainability Office of Water has been positive and supportive of the policy.
- In October 2009, all four councils requested permission from the Minister to prepare and exhibit the amendment. In December 2009, conditional permission was granted. Councils undertook discussions with the Department of Planning and Community Development to negotiate on certain conditions.
- In April 2010 councils received approval from DPCD to jointly exhibit the amendment commencing 1 July 2010. **Following the successful completion of the joint exhibition**

phase and the adoption of each of the amendments, the adopted documents have been lodged with the Minister for Planning for approval since September 2010. Councils have advocated to the new Minister to have this matter finalised.

Action 9.4 Green Demonstration Projects

This new project was identified as a priority for commencement in the IMAP plan review undertaken in 2010.

There are three parts to this project:

- 1) Water Sensitive Cities
- 2) Green Roof Initiatives
- 3) Distributed Energy

IN PROGRESS

- Applications for Local Sustainability Accord funding were lodged in December 2010 for two of the above projects; the Green Roof and Distributed Energy projects. [Accord funding decisions are still awaited.](#)
- The [Green Roof](#) Initiative aims to improve knowledge on green roofs, walls and facades and create solutions for the current barriers to implementation. Funding is being sought to develop Victorian Guidelines - a "Growing Green Guide"; and to develop recommendations for options to integrate greening into regulatory schemes. In addition it is proposed that practical application of the guidelines and policy recommendations could be undertaken through a demonstration project.
- The [Distributed Energy](#) project aims to undertake an analysis of the potential for distributed energy in the IMAP area (district scale cogeneration, renewable and energy efficiencies) and develop business models for implementing commercially viable distributed energy systems in Melbourne.
- An overview of [Water Sensitive Cities](#) is in preparation including case studies to demonstrate how the principles can be applied and enhance the liveability vision for our urban precincts.

Action 10.1 Regional Open Space and Trail Network

IN PROGRESS

A working group presented a draft Project Plan to the IMAP Committee 28 August 2009 to include:

- Discussion and agreement on the;
 - detailed role and function of open space in the network
 - balance between local and regional use,
 - balance between managing spaces for recreational and ecological values.
- Audit identifying;

- ownership identification
- management responsibility
- risk management issues and overview
- collation of existing information and identification of gaps
- agreed function and gaps in open space and trails
- development of information to fill gaps
- development of case studies

The working group reported in February 2010 detailing timeframe of the stages, desktop audit, engagement of partners and the development of an Implementation Plan commencing May to cover priorities, location, cost, funding sources and timeframe of works. At the May 2010 meeting the working group updated the Committee on how the project has been integrated into actions being undertaken by state government agencies.

In February 2011 GIS staff have assisted the project by initiating the collation of land information across the 4 councils onto a base map. The next step is to map public realm and open space strategies of the IMAP councils across this base data to build up a detailed picture of future planning strategies and the linkages between them.

Strategy 11 – Regional Tourism

Stage 1 - Visitors Map - **COMPLETE**

Stage 2 - Regional Tourism Program & Experiential Packages – **COMPLETE**

Stage 3 - Visitor Profile and Satisfaction Study – **COMPLETE**

Stage 4 – **IN PROGRESS**

A three year Strategic Plan for Regional Tourism was reported and adopted by the IMAP Implementation Committee in May 2010. A range of initiatives were identified for implementation in 2010/11 which builds on the previous work undertaken. **Licensing the tourism map to other tourist providers has now been approved by the Committee in March 2011.**

IMAP Plan Review

During 2009/10 the Inner Melbourne Action Plan was reviewed and a 3 year Implementation Plan developed which prioritises new actions and sets out the working Briefs to be undertaken.

These new projects will continue to **add value, deliver stronger relationships, practical solutions and strategic directions and influence the liveability and sustainability of the inner Melbourne region.**

IMAP Implementation Committee
Progress Report
IMAP Communications and Governance

Purpose

1. To advise the IMAP Implementation Committee of the progress of IMAP Communications and Governance during the last 3 month period.

Governance**1. City of Maribyrnong**

- 1.1. Geoff Lawler and the IMAP Executive Officer met with Vince Haining, CEO at Maribyrnong on 31 March 2011 to determine whether the City of Maribyrnong Council was interested in becoming an Associate member of the IMAP Implementation Committee. Vince Haining expressed interest for the Maribyrnong CEO and Mayor to attend the IMAP Implementation Committee meetings as associate partners, on an informal basis. Mr Haining also believes his staff would benefit from participation on some project teams due to the networking benefits that could accrue from a closer association. He has been urging his council to look more towards the inner Melbourne area than the west and believes this association would assist them.
- 1.2. It was felt that the Inner Melbourne Action Plan may be affected by the state government's new Metro plan - due for development over the next 2 years - and may need some review in coming years. If there were to be some adjustments to IMAP as a result, that was considered to be the best time to consider changing the governance structure to include Maribyrnong more formally - should that be the sought after position.
- 1.3. As a result of this discussion, it was suggested that the CEO and Mayor of Maribyrnong be invited to attend the IMAP Committee meetings as Associate members. As such they would have no financial commitment, however should they wish to participate in various projects, some contribution may be requested at that time. The IMAP Implementation Committee were canvassed for their support of this approach which has been received.
- 1.4. Mr Haining has now briefed his Council who have agreed in principle (**refer Attachment 2b**). A formal report will be considered by them on 17 May 2011.
- 1.5. The Executive Officer has written and formally invited the Mayor and CEO to attend as Associate members (**refer Attachment 2c**) and will be meeting with staff from Maribyrnong to assist them with their Council report.

2. Proposed Changes to the Operational Protocol and Terms of Reference

- 2.1. The current Operational Protocol requires the attendance of 3 of the 4 elected representatives on the Committee to make a quorum or to make up a majority vote at the Implementation Committee meetings. With the increase in the number of Associates (current and proposed) attending the meeting, cancellation and rescheduling due to a quorum issue is now a significant exercise.
- 2.2. The Terms of Reference and the Operational Protocol allow for a person in a formal "Acting" role to attend, however such cover is generally only available if the Committee member is officially On Leave. If the Committee member is interstate or has a conflicting appointment, no Committee replacement is available.
- 2.3. To the Committee's credit, it is rare that achieving a Committee quorum is a problem, however a stronger policy that anticipates this problem would be preferred so as to avoid potential meeting cancellations.

2.4. It is proposed that the Terms of Reference and Operational Protocol be amended to permit a **nominated delegate** (an extension to the current wording which permits only the person Acting in the role) to attend during the absence of a Committee member. The delegate would assume the voting rights of the member at the Committee.

2.5. If this change is supported, the Terms of Reference approved by each of the partner Councils may need amendment prior to an update of the IMAP Implementation Committee's Operational Protocol. Approval in principle is sought so that these changes can be implemented.

3. Council Audit

IMAP systems and procedures are being looked at as part of the inspector's Audit being undertaken at the City of Stonnington during May.

Communications

4. During the last 3 months the IMAP Executive Officer has provided briefings to the following groups:

- Managers & Coordinators, City of Stonnington – 24 March
- CEO, Maribyrnong – with Geoff Lawler – 31 March
- Briefing Associate member, DPCD – (pending) 19 May
- Recruitment interviews – Student Placement Officer - 11 May

5. The IMAP Executive Officer has attended the following on behalf of IMAP:

- City of Stonnington – launch of Car Share trial – 30 March
- Affordable Housing Overlay Proposal – meeting with developers & peak organisations – 12 April
- National WIL Portal Launch – (pending) 19 May

Recommendation

6. That the IMAP Implementation Committee resolves to

6.1. **Note** this Communications and Governance Briefing Paper.

6.2. Approve the proposed changes to the IMAP Terms of Reference and Operational Protocol **in principle** to include the attendance of *nominated delegates* with full voting rights when Committee Members are unable to attend the quarterly IMAP Implementation Committee meetings to ensure a quorum and majority vote can be achieved.

Inner Melbourne Action Plan

Final Evaluation Report

Action 2.4 – Walking Links and Pedestrian Priority Areas

Purpose

1. To provide some background on this project and to update the Committee on the final outcomes of the Regional Greenlight Project.
2. *Please note that the Final Evaluation Report for this project was commissioned by the Department of Transport. Representatives from the Department will be present at the meeting to present their report.*

Background

3. Community dismay led the City of Port Phillip to commence an investigation into the performance of traffic signals for pedestrians at key crossing points.
"We'd walk more to the shops and to school but it's impossible to cross those busy roads", the City Council was told. Either you just miss the 'green man' or flashing red just starts up as you step bravely onto the crossing tarmac. Either way these organized crossing points are intimidating and hostile for walking trips.
4. This led to a regional analysis of crossability through the IMAP Regional Greenlight Project commenced in 2007.

Discussion

5. During August through September 2009 VicRoads implemented the changes recommended by IMAP's Regional Greenlight Project Team at the 20 intersections across the inner Melbourne area. This work was the culmination of 2 years planning to identify key crossing sites, establish control sites, monitor the existing situation and determine the treatment required to deliver priority to foot traffic at these sites.
6. Continued support through the Department of Transport's LAAP Funding Grant enabled this pilot project to demonstrate how signal re-design could deliver safer, more comfortable journeys for pedestrians at key crossing points. As previously reported, this could involve increased 'green time, headstart for the Walk phase and automatic 'green' for pedestrians.
7. This project has also been listed for action across the state as a strategy under the newly released State Government *Pedestrian Access Strategy* (October 2010). Key

Original Project Team [2007]: Meg Selman [Team Leader] CoPP, Paul Smith CoPP, Kate Simnett CoY, Maureen Brewer CoY, Ian McLauchlan CoS, Alison Lee CoM, Sheridan Blunt CoM, Evelyn Legare DoI, Sam Pirrotta VicRoads, Martin Chellini VicRoads

Additional support: Chris Morris [LAAP Final Report] DoT, Neil Hutchinson DoT, Paul Goudie DoT, Nikit Nain DoT

Report prepared by: Meg Selman [NOTE: Meg left CoPP in March 2011 & prepared this report prior to her departure.]

goals of the State Government's **SmartRoads** is a management approach to best utilise competing users moving in the arterial road network. This will provide for movement and access into and within Activity Centres.

8. Walking as a transport mode is increasingly recognised as part of the consideration for network operation. Infrastructure that supports this mode lags behind provision for motor vehicles. It was recognised that often these journeys were blocked by unsafe and uncomfortable signals. This project provided the chance to re-configure and re-design infrastructure at intersections to provide fluid movement. The pilot project raises the question: "What if signals could be set up with walking in mind instead of constraining pedestrians to allow for traffic movement?"
9. The IMAP Greenlight Project provides a researched and tested model of signal design to provide for priority pedestrian movement at periods of high demand. This work will support a key element of the **SmartRoads** approach which is the better use of signals to provide for efficient movement of people and goods throughout an increasingly complex and dense transport system. Population pressure will challenge the system to transform and smart signal use is the key.
10. Key points:
 - a. State Government release of [SmartRoads Network Operating Plan for Melbourne \[PDF, 715KB\]](#) in October 2010
 - b. Inclusion as an action in the Pedestrian Access Strategy
 - c. Influence in Bike Riding – Royal Parade and Brunswick Road signal changes
 - d. Interest from NSW State Government – pilot project underway.

Financial Support

11. Funding provided for this project was as follows:

Local Area Access Program Grant	Stage 1	\$50,000 inc GST
	Stage 2	\$157,500 inc GST

[Note Grant repayment made of \$35,000 inc GST]

Funding contribution by IMAP Councils	In Cash	\$55,000 inc GST
	In Kind	\$83,900 inc GST

Evaluation Report – funded separately by the Department of Transport

Recommendation

12. That the IMAP Implementation Committee resolves to **note** the Final Report of Action 2.5 Regional Greenlight Project.

Original Project Team [2007]: Meg Selman [Team Leader] CoPP, Paul Smith CoPP, Kate Simnett CoY, Maureen Brewer CoY, Ian McLauchlan CoS, Alison Lee CoM, Sheridan Blunt CoM, Evelyn Legare DoI, Sam Pirrotta VicRoads, Martin Chellini VicRoads

Additional support: Chris Morris [LAAP Final Report] DoT, Neil Hutchinson DoT, Paul Goudie DoT, Nikit Nain DoT
Report prepared by: Meg Selman [NOTE: Meg left CoPP in March 2011 & prepared this report prior to her departure.]

Greenlight Project Evaluation

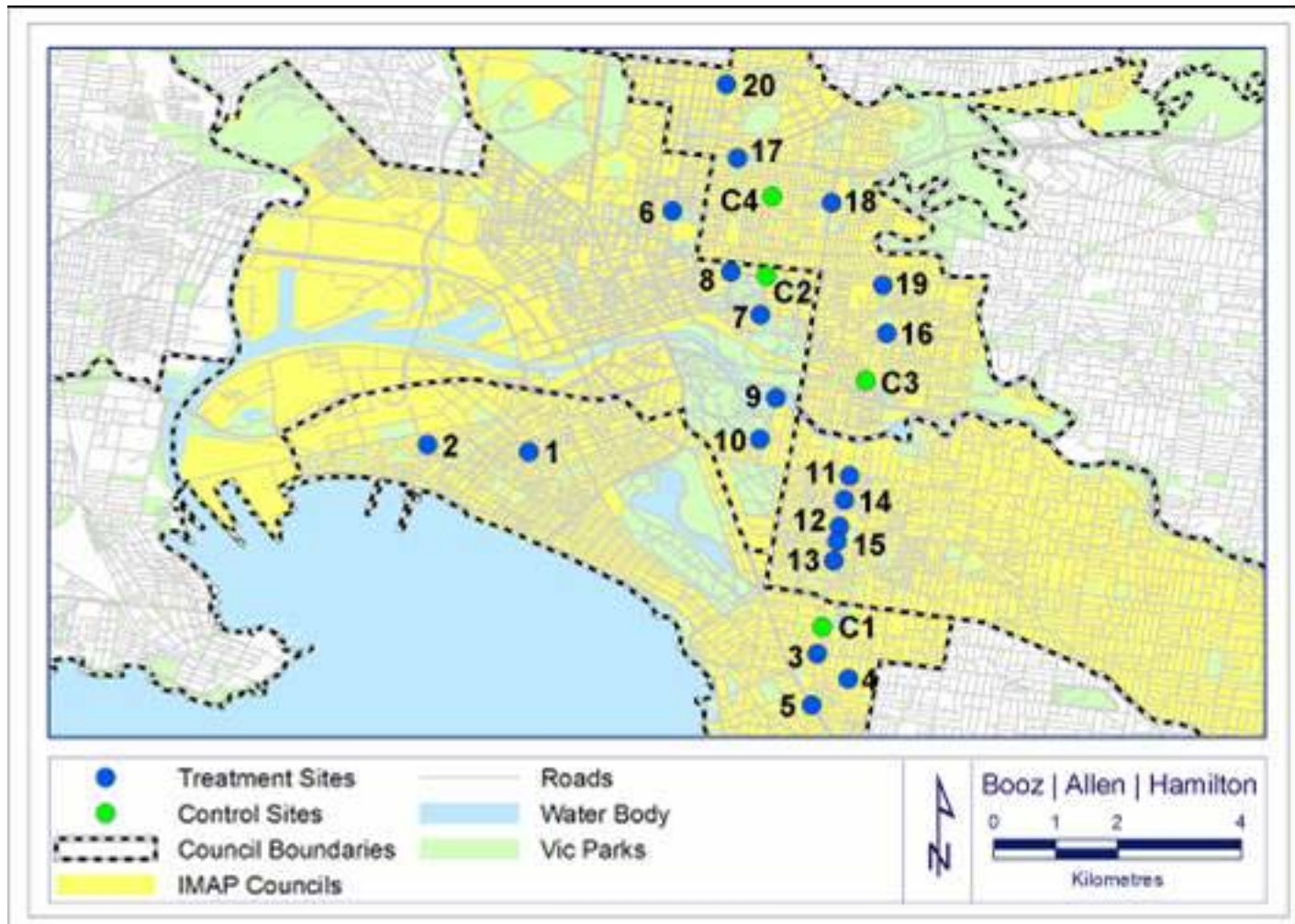
Community and Place Division



Presenter

Nikit Nain

Scope of Greenlight Project



Changes to Signal Operation

- Pedestrian early start
- Auto introduction
- Increased clearance time
- PUFFIN (Pedestrian User Friendly Intelligent)
- Total cost of treatments \$171,500

Challenges

- Scarce number of sites per treatment type
- Extended gap between pre and post intercept surveys
- Changes in land uses, population and demographics
- Direct information on near misses not captured
- Lack of international research or similar studies

Pedestrian early start

- *Improved safety*

- Instances of crossing on the 'red man' have reduced by 16%
- A 21% increase in feelings of increased safety

- *More comfortable crossing speed*

- 0.09 metres/second decrease in average crossing speeds



- *Increased wait time with less frequent phases*

- waiting time has increased by 1.8 seconds

Average cost per site \$2,500

Auto introduction

- *No improvement to safety*
 - Instances of crossing on the 'red man' have reduced by 1%
 - There has been a significant decrease (24%) in the proportion of respondents who feel safe at these intersections
- *More comfortable crossing speed*
 - 0.03 metres/second decrease in average crossing speeds
- *Increased wait time with less frequent phases*
 - waiting time has decreased by 0.2 seconds



Average cost per site \$1,400

Increased clearance time

- *Improved safety*

- Instances of crossing against the 'red man' decreased by 2%
- A 24% increase in feelings of increased safety.

- *More comfortable crossing speed*

- 0.03metres/second decrease in average pedestrian crossing speeds.



Average cost per site \$2,300

PUFFIN

- *Improved safety*
 - Instances of crossing against the 'red man' decreased by 12%
- *More comfortable crossing speed*
 - 0.03 metres/second decrease in average pedestrian crossing speeds.
- *Increased wait time with less frequent phases*
 - waiting time has increased by 5.5 seconds (the largest of all increases in wait times)



Average cost per site \$30,000

Department of Transport

Overall findings

There is a significant effect of an increase in flashing red man 'clearance time' on decreasing the average walking speed of pedestrians.

The Greenlight treatments have led to an overall decrease in the number of people entering the crossings during the 'red man'.

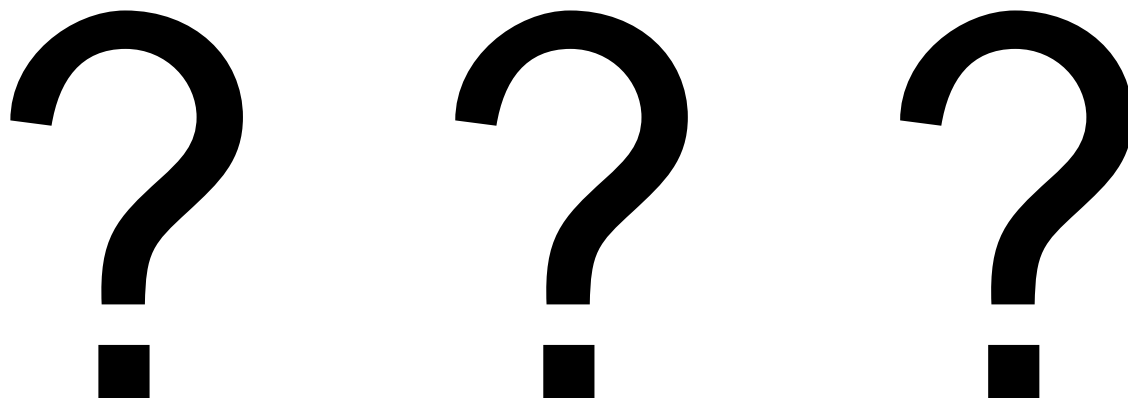
Recommendations

Treatment Type	Key Recommendation
Pedestrian Early Start	Approach VicRoads to make this treatment type standard, for existing and proposed sites, in all areas of pedestrian priority.
Auto Introduction	Consider international context including expected benefits and revisit analysis
Increased Clearance Time	As for 'Pedestrian Early Start'
PUFFIN	Request VicRoads to balance ped wait times and provide regular crossing opportunities.

Next steps for DOT

Work with VicRoads to convert these findings into revised policies and procedures to be applied at all signal sites within areas of pedestrian priority

Share the key findings of the Greenlight study with Councils, VicRoads, DPCD, DEECD and other divisions within DOT



Inner Melbourne Action Plan
Progress Report
Action 8.1 Priority for Freight Movement

Purpose

1. To update the Committee on the Project Brief, timeframe and budget for this new project.

Background

2. Action 8.1 seeks to provide improvements for freight movement by:
 - *Designating preferred freight routes through the Inner Melbourne Region, maximising separation from residential areas*
 - *Giving priority to freight movement over private vehicles where appropriate*
 - *Advocating for reduced tolls for freight vehicles on CityLink between 11pm and 6am*
3. This brief is designed to develop a greater understanding of freight issues, options and develop expertise within IMAP Councils to enable a position on freight to be adopted.
4. In undertaking this project concurrent with other IMAP studies, information gathered will assist in the timely understanding of road traffic issues relevant to Inner Melbourne.

Discussion

5. The project will provide a better understanding and knowledge of commercial and freight traffic movements within Inner Melbourne.
6. There is an extensive array of transport studies that detail the implications of road traffic and freight within Inner Melbourne. A key aim of this project is to succinctly and comprehensively provide a report that identifies the existing traffic management situation.
7. The project is a desk top study that will identify data and documents held by IMAP Councils, Department of Transport, Vic Roads and others, such as the Port of Melbourne Corporation. The intent is to distill this information into a fine grain view of the study area.
8. The project will require data input from the four councils. This may include existing strategies and plans, data maintained/managed by member councils or planning scheme information.
9. The project will identify the need for follow up research, surveys, or further analysis to provide a comprehensive understanding of future trends regarding freight movement.

Recommendations

10. That the IMAP Implementation Committee approve the attached Consultant Brief and confirm the budget of \$20K for this work to be undertaken in the 2011/12 financial year.

Request to Tender
Consultant's Brief for A Traffic Management Study
to Determine the extent of Commercial Traffic
Within Inner Melbourne

27 May 2011

Attachment 7a

Assignment

The Inner Melbourne Action Plan member Councils invite submissions from suitably qualified Consultants to conduct a desk top study to determine the extent of commercial traffic within inner Melbourne.

Client

A number of inner Melbourne Councils have established an Inner Melbourne Action Plan (IMAP - <http://imap.vic.gov.au/> refers). IMAP is a collaborative partnership between the Cities of Port Phillip, Melbourne, Stonnington and Yarra. Partner organisations include Department of Transport (DoT), Department of Business and Innovation (DBI - formerly DIIRD), Department of Planning and Community Development (DPCD), VicRoads and Department of Sustainability and Environment (DSE) and others.

IMAP in general responds to the demands of Melbourne 2030, the State Government's blueprint for managing sustainable growth and change across metropolitan Melbourne. IMAP aims to 'Make Melbourne More Liveable' within the next 5-10 years by implementing a series of strategies and actions including:

- Linking and improving transport routes;
- Minimising traffic congestion and increasing public transport use;
- Supporting planned residential growth and housing choice;
- Developing the distinctive activity centres, encouraging business investment and tourism; and
- Linking regional open space.

Whilst there are aspects of the strategies and actions that involve commercial transport, particularly freight, there is a need to identify what proportion of traffic movements and demand for freight movements use roads within the designated municipalities.

IMAP member Councils seek to identify the impact of commercial vehicular traffic within the inner Melbourne region, that is the area managed by the four member Councils. A map of the area in question is at Attachment A.

Request to Tender
Consultant's Brief for A Traffic Management Study
to Determine the extent of Commercial Traffic
Within Inner Melbourne

27 May 2011

Attachment 7a

Scope of the Study

We envisaged the overall research and analysis study will entail several stages; this first stage is expected to be a desk top study aimed at determining the general traffic arrangements within member municipalities. Freight movement is the specific focus. A final outcome is to include any additional research, survey or study necessary to build a reliable traffic management perspective that has a clear focus on commercial vehicle movements, specifically freight.

The Consultant will need to identify commercial traffic and where known freight movements in and around the four municipalities. This stage will essentially draw from data and information provided in existing traffic management documents and data maintained by member Councils and partner organisations.

The expectation is that traffic management documents held by member Councils and IMAP partner organisations dealing with commercial traffic, in particular freight movement relevant to Inner Melbourne, will be obtained by the Consultant and duly assessed. The data provided by existing strategies/plans are to be considered with the intention of informing IMAP member Councils of the current impact of commercial and freight movements within the subject area.

The study report is also to stipulate any follow up research, surveys, intelligence gathering necessary to provide a comprehensive understanding of future trends with respect to commercial and freight movements, particularly within the context of planning scheme requirements.

Background

There is a vast range of existing documents that detail the implications of road traffic within the inner Melbourne area. These documents have been drafted by a number of agencies, such as Councils, but many originate from the State Government. The requirement is to source the relevant documents and then distil these into a comprehensive paper that readily identifies the existing traffic management situation.

Request to Tender
Consultant's Brief for A Traffic Management Study
to Determine the extent of Commercial Traffic
Within Inner Melbourne

27 May 2011

Attachment 7a

Where data and information is insufficient to establish future commercial and freight movement trends, this stage is to recommend the research and analysis required for the IMAP member Councils to properly determine actions necessary to fulfil IMAP's objectives of making Melbourne more liveable.

The expectation is that the Consultant selected for this initial stage will be able to map out those elements of study necessary for IMAP member Councils to realise the current traffic management situation within their municipality. It will be necessary for the primary study document to identify the quantum of commercial and freight movements across each municipality. The minimum data available should be sourced from VicRoads.

This study needs to be consistent with IMAP Strategy 8 and refer to other IMAP Strategies where and as applicable. As mentioned earlier, much of the IMAP approach is defined in allied documents, such as those produced by member Councils and partner organisations. Contact details for direct liaison will be made available to enable the Consultant to source relevant documents, particularly where they are not available through websites.

IMAP Strategy 8 provides a simple description of Melbourne Port as the central freight hub and the fact that distribution makes significant use of the road network in and around inner Melbourne. We seek to build on this understanding and gain a clear view as to the movement of freight.

Methodology

The Consultant will be required to outline the methodology they will apply. The expectation is that the methodology will enable any future collection of data and analysis to be repeated for the purposes of comparative assessment.

This is to be a desk top study. It will be essential that data and documents from IMAP member Councils and partner organisations be identified, analysed and distilled into a fine grain view of the municipalities. Obtaining VicRoads data will be crucial to achieving the study objective.

There will be a need to interview at least one person from each IMAP member Council and one person within each partnering organisation. Contact details will be provided by the Contract Manager overseeing this study.

Request to Tender
Consultant's Brief for A Traffic Management Study
to Determine the extent of Commercial Traffic
Within Inner Melbourne

27 May 2011

Attachment 7a

The Consultant will need to source existing data from VICRoads and neighbouring municipalities. Where this data is insufficient to determine the outcome required, then the Consultant is to list locations where such data will need to be created through traffic counts. The Consultant is to advise through the tender submission phase their understanding of data collection and the resourcing, with a schedule of rates cost to enable assessment of the likely cost.

Cost Benefit Analysis

The Consultant will be required to provide a cost benefit analysis model in order to ascertain the impact of changing road conditions, traffic management parameters, or changes to the level of residential density as predicted by the current Council Planning Schemes and Melbourne 2030. The report is also to provide a means of calculating the value of each additional stage of the overall study.

Environmental impacts

Where sufficient data exists, reference to environmental impacts should be identified. Impacts known to be derived from traffic, such as vehicle emissions and particulates, generating noise and its amelioration, and any other adverse conditions such as driver tension should be outlined.

Asset

Where the design and condition of roadworks, or other infrastructure is identified as having an impact on road traffic then that should also be listed as a relevant aspect of any study stage in the future.

Congestion

Traffic congestion is an expected outcome of increasing transportation by road and other forms where hydro carbon fuel is in use. The degree to which congestion is consistent with changes in population density as a consequence of Melbourne 2030 should be identified. Where documents made available show definable traffic trends that create congestion, then reference to this in the final report is required. The expectation is that any future study will at some point make specific reference to congestion and actions aimed at minimising the impact of increasing road traffic.

Request to Tender
Consultant's Brief for A Traffic Management Study
to Determine the extent of Commercial Traffic
Within Inner Melbourne

27 May 2011

Attachment 7a

Parking

The movement of freight is not expected to be an issue with respect to on-street parking, however, on-street parking for commercial vehicles is known to be a sensitive issue. The current traffic management regime applicable to each of the IMAP member Councils is heavily impacted by parking controls. Should it become apparent that these controls can be managed in a different way such that a more efficient traffic outcome is realised then the report should stipulate these thoughts.

Road Safety

Should road safety feature as a prominent issue of the traffic management domain, particularly concerning commercial traffic is to be reported with reference to any causal effect.

Industry

The demand by industry for support from road transport is obvious and the extent of this demand is unknown by IMAP member Councils. Whilst there is a general view as to the magnitude of this demand in and around Melbourne Port, further afield there is a need for proper data and the likely need for further research. It is also important to consider the planning schemes currently in place. Where proposed changes are envisaged, these should be identified through approved strategies and Melbourne 2030.

Economic Impact

The economic impact of changes to the road network is a primary driver for changes to infrastructure, whether it be road or other forms of transport. As this stage is focused on commercial and freight in particular, the economic impact is likely to prove crucial to any further stages. The report is expected to convey the degree of importance of commercial traffic to the economic wellbeing of the member Councils.

Public Transport

Where knowledge of public transport is necessary to appreciate the importance of the road network then that should be stated. Where it is evident that the use of public transport will have an impact on current use of the road network that evidence should be outlined in order to facilitate further research as considered necessary by IMAP members.

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27 May 2011

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Report

This stage report will need to be a comprehensive study of existing strategies, plans and actions put in place by the IMAP member Councils and supporting partner organisations with a focus on commercial traffic, in particularly identifying freight.

This stage report is to include the headings listed under methodology, and any other headings deemed appropriate to suitably inform the IMAP member Councils of the current traffic management arrangement and future needs.

The final report will need to specify any additional study stages necessary to facilitate trend analysis and any implications with respect to the planning schemes. Notwithstanding, the objective is to identify commercial traffic and freight movement within Inner Melbourne. The additional study stages are to be structured so that the cost benefit and overall value of embarking upon each stage is clear.

Contract Management

This stage will be managed by:
Steve Scott
Place Manager Port Melbourne
City of Port Phillip
Ph 9209 6309
E sjscott@portphillip.vic.gov.au

Budget

The budget for this initial stage is expected to be \$20,000. Therefore a clear understanding of what is to be delivered by the Consultant is required to enable proper assessment of submissions.



Inner Melbourne

Legend

Shared path
Shopping, dining, entertainment area
Place of interest

Trams
Route Number
Tram Stop
Platform
Route Terminus
Not all stops shown

Trains
Station
Train Line name
Route Terminus Name/Tram Destination

Buses
Route Number
Bus Stop
Bus Terminus
Tourist Shuttle Bus Route
Not all stops shown
For complete bus route information call 131 638 or visit metlinkmelbourne.com.au

Scale & walking time

0 8-10 minutes 15-20 minutes 30-40 minutes 500m 1km 1.5km 2km

PORT PHILLIP BAY

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